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Bi-Weekly Report ending 8 June 1962  
RECORDS SYSTEMS AND DISPOSITION BRANCH

*[Handwritten signature]*  
6/12  
*[Handwritten signature]*

1. Contributions

- a. Received and approved a request for an additional item to to the Records Control Schedule for the Office of the Comptroller [ ]
- b. Completed the retirement phase of the records survey in the Office of Inspector General. Eleven feet of records were retired to the Records Center; two safes will be released immediately; new files were established; inventory of records and equipment was made. When the new office furniture is received 6 or 7 two-drawer safes will be released from this area. [ ]
- c. Assisted [ ] in ADP with retirement of 5 cubic feet of records. [ ]
- d. Disapproved a requisition from DDP [ ] for special type 3 x 5 file cabinets. A check with Logistics revealed a suitable substitute in the warehouse. The Records Management Officer for [ ] accepted our proposal. The cancelled requisition amounted to approximately \$200. [ ]

2. Assignments

a. Shelf Filing

- (1-5) Commo Signal Center, Cable Secretariat, Office of Security, OO/C [ ] Commo Registry [ ]

Remington Rand expects to complete the Security installation within a week.

We will send a memo to the [ ] Office as a follow-up and to confirm completion of the installation.

No change on the other projects.

- (6) DDP/TSD [ ]

Submitted alternate shelf file plans. These plans were reviewed by Chief, TSD [ ] and an acceptable plan was approved.

Awaiting meeting to assist them in submitting the appropriate requisition.

- (7-8) Logistics RE&CD, Comptroller's Office [ ]

No change.

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b. Records Control Schedules

(1) OTR

ARO still contacting division and branch chiefs to obtain concurrences and signatures on revised schedule.

Contacted the ARO who is endeavoring to obtain action and reply from the  on a request sent to that office in November.

(3) Inspector General

Eleven cubic feet of records were retired to the Center. Inventory of records completed. Schedules to be revised.

c. Special Projects

(1) Conference Notes and Special Reports.

a. Work on the Records Management brochure continues.

b. Speeches, slides and notes on Workshop series being reviewed and up-dated.

c. Preparing a poster on Records and Filing.

(2) Agency Courier Systems

Fact finding will conclude tomorrow, then a report will be prepared which will outline our recommendations for improvements to the service.

(3) Requests for Filing Equipment

Seven requests for filing equipment are being reviewed for compliance with approved filing techniques and standards.

3. Vital Materials

a. Attended annual DDI Vital Records Committee Meeting at which I described the importance of all offices developing scope notes similar to OCR's. I also described our new Vital Records Deposit slip.

b. Reviewing revised Vital Records Deposit Schedules from OO, OO/FDD and OCR.

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4. News

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[redacted] and myself attended the Speeding Correspondence Workshop held at the GSA Regional Office, June 6 and 7. A questionnaire to be returned by each student on mailing and correspondence procedures in his agency is required to complete the Workshop.

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[redacted] and myself attended the monthly Interagency Management Analysis Conference Luncheon held at the Occidental Restaurant and heard Mr. Dave Bell of the Bureau of the Budget speak on Management Improvements and expectations for the Federal Government.



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FORMS MANAGEMENT REPORT for past 2 Pay Periods,  
May 14 thru June 8, 1962

1. Eighteen new forms created; fourteen forms improved. Ten forms made obsolete and 3 bootleg forms replaced by official forms.
2. Screening of forms to find courier receipts, logs, documents receipts, etc., continues. About 40 hours have been spent on this project thus far with another 20 hours expected. This exercise should give us a good picture of logging and receipting procedures in the Agency.  
[redacted]
3. Evaluated 4 Employee Suggestions. Recommended adoption of one.  
[redacted]
4. Developed a 3 part NCR form for the CI Staff. This form to be used by CI to supply information to Office of Emergency Planning. OEP plans to order a version of this form for their use by riding our printing requisition. [redacted]
5. [redacted] <sup>is</sup> preparing final report on her study of Case Processing Forms in the Office of Security.
6. Designed and printed 6 "Installation Transcription Cards" for ORR. 177,000 copies printed and delivered for use by summer help in ORR.  
[redacted]

NEWS

1. <sup>made</sup> Received arrangements <sup>with</sup> from 2 forms manufacturers <sup>so</sup> that they will test paper samples containing hectograph and offset masters before these samples are submitted to us for testing. In the past the testing of faulty paper samples has proven to be an expensive operation for both Procurement and Forms Management. [redacted]
2. Got an "up to secret" clearance on Ray Brown, Vice President, Murray and Heister Forms Co. Gave him a short briefing about our forms and their scope of usage. [redacted]
3. The number of active CIA forms is 1559. The number of other Agency forms is 208. Combined total of forms in use in Agency is 1767\*.

\*Obsoletions kept the total number of forms in use in CIA the same as it was 4 weeks ago.

4. Tested 6 forms paper samples. Approved 3 forms proofs.
5. [redacted] Cataloging Branch/O/L stated that he may be able to get started on the new forms catalog by 1 August 1962. He will contact me before he starts it so that we are all in agreement as to what the catalog should consist of.  
[redacted]

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